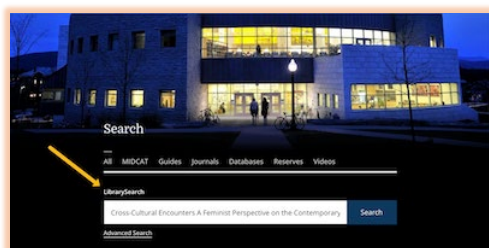# LibrarySearch Quick Reference

LibrarySearch is an online tool that allows you to search nearly all of our journal articles, newspaper articles and books in one place. You can find it on the Middlebury Libraries home page (go.middlebury.edu/lib) under **Search > All**. This guide describes LibrarySearch's most useful tools for searching and saving results.

Click on Access Now for Full-Text or Interlibrary Loan

If you're looking for the full-text of an article from a journal, magazine, or newspaper, click on **Access Now** for full-text or Interlibrary Loan.

- **Full Text Finder** may appear when we own the article. Click on it, and you'll be brought to another database.

- **Request via Interlibrary Loan** appears when we don't own the item. Click on it to fill out an Interlibrary Loan form. We will then try to get the item from another library for you for free.
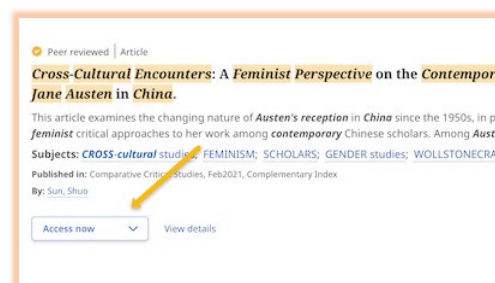
Use Filters to Refine Results

If you're looking for only books and other scholarly sources, filtering results will save time. Here's how to filter:

1. Click on the **All Filters** button under the search window at the top of the Results page.

2. For books, select **Source Type > Books.**

3. For scholarly journal articles, Select **Peer Reviewed.**

Get Citations for Bibliographies

You can save bibliographic information in the citation style you'll use in your bibliography. Here's how: For each item, click on **Cite** under the three dots on the right

1. Select a **style** (APA, Chicago, and MLA are the most common).

2. Copy to clipboard.
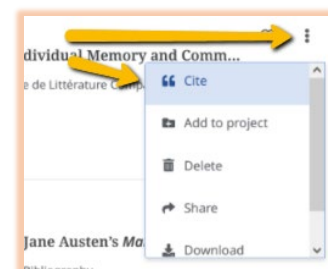
Save Results

If you're researching a topic and intend to consult a large number of sources, saving results as you go will help you keep track of what you've found. Here's how to save results:

1. For each item, click on **Add to Project** under the three dots on the right.

2. **Sign in** to your EBSCO account (or, create an account).

3. **Choose a project** (or, create a project).
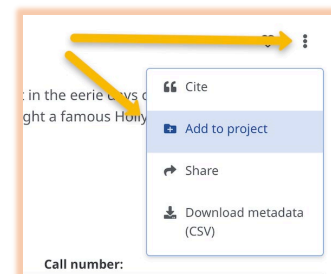
Find More Sources

1. To find more sources without reducing the relevancy of your results, click on **Advanced Search** under the search window on the Results page. The Advanced Search form gives you more space to enter synonyms using Boolean operators like "or" and "and."

2. Depending on how wide your browser window is, you might need to click on the three dots in the upper left of the Results page to see these **Research tools**:

   - To search the contents of databases that are not included in LibrarySearch, click on **Supplemental Sources** on the left-hand side of the Results page.

   - To get expert advice on how to improve your search results, click on **Contact a Librarian** on the left-hand side of the Results page.
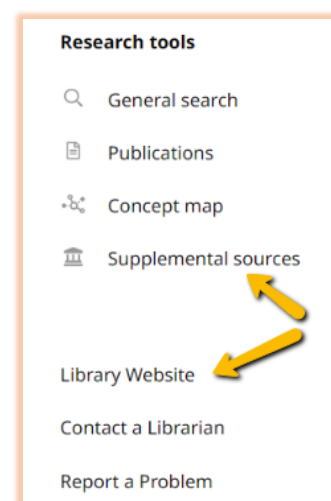
Off Campus?

If you're off campus, you may be prompted to log in. Use your Middlebury credentials (email username and password). From the Open Athens screen, select **Middlebury College and Institute Libraries**. Logging in will allow you to access subscription databases. In addition, some LibrarySearch tools (for example, saving results) are available only when you're logged in.

Get Expert Help from a Middlebury Librarian

Midd librarians often provide advice on navigating LibrarySearch, revising search terms, and selecting sources. Find contact info for **chat, email, phone, and in-person assistance** on the Ask Us page (go.middlebury.edu/askus).